**Project/Website Title:**

SHC A/V Service – Sacred Heart College Audio/Visual Service

**Introduction:**

Audio-Visual Services has always been one of the in-demand functions of a library. Having various function room/viewing rooms in the institution will upgrade the processes and the overall function of the library.

This website will bridge the gap in the reservation function of the viewing rooms of Sacred Heart College from the two divisions of the library department which are: Audio-Visual Room & the Integrated Basic Education Department.

**Developer:**

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**Inteded User/Client:**

The website’s intended users are the library staff in-charge in the audio/visual services of the library. Other users of the site are the administrators, teachers, students or library staff as well, that would like to use the viewing rooms.

**Site Design:**

1. **Site Structure:**

* Home
* Viewing Rooms
  + Audio/Visual Resources (*divider*)
    - Viewing Room 1
    - Viewing Room 2
    - Viewing Room 3
    - Viewing Room 4
    - Viewing Room 5
    - Viewing Room 6
  + Integrated Basic Education Department (*divider*)
    - Viewing Room 1
    - Viewing Room 2
    - Viewing Room 3
* About
* FAQs

1. **Fundamental Requirements:**
2. **Resources:**

Project Timeline and Deadline:

|  |  |
| --- | --- |
| **Activities** | **Date** |
| Planning | March 11, 2018 |
| Development | March 18, 2018 to March 30, 2018 |
| Documentation | March 28, 2018 |
| Submission / Deadline / Sign Off | April 4, 2018 |